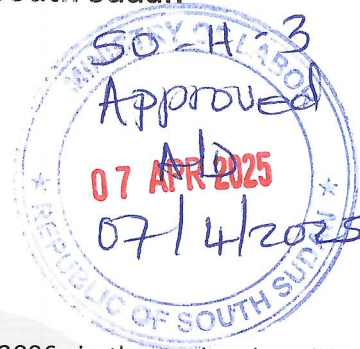




REPUBLIC OF SOUTH SUDAN
COUNTRY COORDINATING MECHANISM (CCM)
FOR THE GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS & MALARIA (GFATM)

Vacancy announcement for the Post of CCM Oversight Officer to Country Coordinating Mechanism (CCM), Global Fund, South Sudan

Job title: Oversight Officer
Duty Station: Juba, South Sudan
Reporting Line: CCM Coordinator/Executive Secretary
Start date: Immediately



1. Background

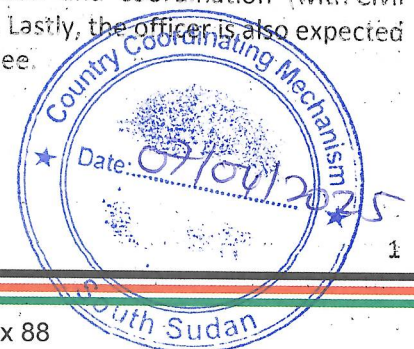
South Sudan Country Coordinating Mechanism (CCM), founded in 2006, is the national multisectoral body responsible for coordinating the investments by the Global Fund to Fight AIDS, Tuberculosis and Malaria in health programmes to benefit the country's population. The key responsibilities of the CCM include coordinating the development of funding requests; selection, monitoring and replacement of Principal Recipients (PRs); oversight of grant implementation; and harmonisation of Global Fund investments with other national health and development programmes.

To support its operations, the CCM has established a Secretariat based in Juba. The Secretariat facilitates the mandate and supports the CCM in executing its decisions and coordinating its activities, particularly in the areas of oversight, engagement, positioning, and operations. The Secretariat is led by the CCM Coordinator or the Executive Secretary. This Terms of References describes the role of this position of the Oversight officer, including a set of routine measures for monitoring performance.

2. Position Description

The Oversight Officer works with the CCM Coordinator and the CCM and reports to the CCM Coordinator. The CCM Oversight is a key function of the Country Coordinating Mechanism (CCM), focusing on the essential financial, programmatic and management aspects of the grant portfolio. Global Fund-supported interventions contribute to the broader national health response via an enhanced use of strategic information and a risk management approach. The CCM Secretariat (particularly through the oversight officer) plays a key support role for this function, which ranges from facilitating logistical arrangements and coordination with the oversight committee in information synthesis and analysis.

The overall purpose of the Oversight officer is to provide support to the oversight function of the CCM, the planning and implementation. The Oversight Officer is also responsible to facilitate and support analytical data-driven discussions, decision-making and ensuring the meaningful consultation and coordination (with Civil Society/communities, Technical Partners and national coordination structures). Lastly, the officer is also expected to provide technical and administrative support to the CCM Oversight Committee.





3. Key tasks and areas of responsibilities

The key areas of responsibility for the position are as follows:

3.1 Secretariat Functioning, Coordination and Technical Assistance

- 3.1.1 Under the direction of the CCM Coordinator, the Oversight Officer is responsible for responding to the CCM's oversight needs and ensuring that all Oversight Committee and Sub-committees members know about Global Fund technical oversight roles and guidelines.
- 3.1.2 Work closely with the CCM Executive Committee, CCM members, Oversight committees, Ministry of Health programmes, Principle Recipients and Sub-Recipients, partners, the Secretariat team and other stakeholders as needed.
- 3.1.3 Coordinate with the Coordinator and the other Secretariat staff to provide technical assistance and capacity building to CCM members and committees and principal Recipients/sub-recipients (SRs) to prepare and present oversight reports and progress reports (based on PUDRs and Grant Dashboards).
- 3.1.4 Support the processes of the Global Fund funding request development.

3.2 Facilitate and support analytical data-driven discussions and decisions

- 3.2.1 Synthesize and analyze relevant information from different sources to support data-driven discussions of the CCM and its committees. Analyze data and triangulate with site visit reports to identify critical implementation and risk mitigation challenges of PRs.
- 3.2.2 Summarize critical grant implementation issues and present them to the oversight committee using the available formats/tools.
- 3.2.3 Work with the Global Fund Country Team, PRs, and the oversight committee to hold and maintain ongoing data-driven dialogue for grant performance purposes.
- 3.2.4 Support the CCM to actively oversee and manage risks, by ensuring that they are adequately identified and mitigated. This includes taking part in the development of risk assurance planning and validation processes
- 3.2.5 Support the oversight committee in tracking the status of co-financing commitments using available tools and the monitoring plan developed.
- 3.2.6 Oversee timely and accurate updates of reporting tools (e.g. dashboards, where these exist) and support the oversight committee presentations to the CCM.
- 3.2.7 Ensure that information from community-based monitoring initiatives is considered and incorporated in the oversight assessments and reports.

3.3 Support Oversight Planning and Implementation:

- 3.3.1 Update the CCM oversight plan in collaboration with the CCM Coordinator and the oversight committee and obtain full endorsement for this plan by the CCM.
- 3.3.2 Support the oversight committee in implementing the annual oversight work plan and ensure the implementation of the oversight process's activities
- 3.3.3 Coordinate with Principal Recipients (PRs) in the preparation and presentation of oversight reports
- 3.3.4 Manage and lead the generation, presentation, and analysis of Dashboards. Alternatively, develop and provide appropriate templates and liaise with PRs to establish clear procedures and formats for frequent information sharing.
- 3.3.5 Orient all new CCM Members on the oversight function and the dashboard, review dashboards for each grant with PRs quarterly, and organize quarterly meetings of Oversight Committees.



3.4 Provide Technical and Administrative Support to the CCM Oversight Committee:

- 3.4.1 Support the oversight committees in implementing oversight activities throughout the Global Fund's grant life cycle (i.e., funding request preparation, grant making, implementation, and closure).
- 3.4.2 In coordination with the Ministry of Health Programme Managers (HIV/AIDS, TB and Malaria), support technical working groups of the Oversight and Resource Mobilization Committees in carrying out annual gap analyses on coverage for each of the three diseases.
- 3.4.3 Support the preparation and implementation of quarterly oversight committee meetings, ensuring all relevant information is adequately synthesized and organized to facilitate discussions.
- 3.4.4 Support the oversight committee in preparing and implementing information collection activities, including meetings with PRs, site visits, and consultations with specific groups (e.g., community-based monitoring initiatives, where these exist).
- 3.4.5 Develop and share procedures and templates for conducting site visits and support the oversight committee in implementing them and leveraging them with other in-country field visits, such as those organized by the Ministry of Health, PRs, SRs, and other stakeholders.
- 3.4.6 Ensure that all oversight committee members are informed about Global Fund oversight policies, guidelines, and tools. Prepare minutes of oversight committee meetings, including recommendations provided and actions agreed upon.
- 3.4.7 Track CCM decisions and actions based on the oversight committee's recommendations.
- 3.4.8 Provide the Coordinator and the Executive Management Committee members with appropriate reports and other information pertaining to national monitoring & evaluation indicators, data verification principles and practices
- 3.4.9 Carry out any additional tasks under this operational area as requested by the CCM chair, Vice Chair or the Coordinator.

4. Key qualifications and experience

- Bachelor's degree required in social sciences, public health, Monitoring and Evaluation, population studies and development orientation highly desirable. A postgraduate degree in any of the fields mentioned above is an added advantage.
- At least 3 years of experience in project-level or state/national-level project planning, Monitoring & Evaluation implementation or oversight projects/programmes.
- Familiarity with and knowledge of the national health sector, the country's development partner platforms/programs, and the country's health system structures.
- Understanding of the epidemiologic indicators for HIV, TB, malaria, Health Systems Strengthening and financial indicators.
- Familiarity with the Global Fund CCM Policy and Oversight Function and Global Fund co-financing guidance is desirable.
- Experience working in a multi-stakeholder governance environment and experience with national Civil Society platforms.
- Experience/Familiarity with the Global Fund programmes, Funding Request development process and implementation of the programmes.



Core Skills

- Strong English proficiency and writing skills. Proficiency in Arabic and other local languages is an advantage.
- Proficiency in data collection, triangulation and information analysis from different sources.
- Policy decision-support, strategic analysis and reporting.
- Proficiency in the synthesis of financial/budget monitoring, programmatic and management information.
- Proficiency in the use of Microsoft Office, particularly Microsoft Excel and Microsoft Project and other tools.
- Ability to work effectively with staff and organizational stakeholders.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector.
- Strong writing, presentation, facilitation and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently.
- Ability to interact and communicate with all levels of national government, NGO, private and development sectors.

How to apply:

Please submit your cover letter, updated CV, copies of certificates and nationality ID to CCM South Sudan. All applications must be emailed **ONLINE** to the following email addresses: yonggarang95@gmail.com and copying janemuraa@yahoo.co.uk and KhocyoIm@gmail.com.

Hand delivery can also be submitted to the CCM office inside the National Ministry of Health main compound.

- **Submission deadline is 28th April 2025.**

Please note that due to the urgent need for this position, evaluation will be on a rolling basis. ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED and called for an interview. We encourage qualified female candidates to apply.

NB: This position is strictly for South Sudanese nationals only.

